



VENDOR APPLICATION

THE GREAT COOTER AMERICAN FESTIVAL

NEW! Location: Liberty Park 286 N. Apopka Ave., Inverness

NEW! 3-day festival Friday, Oct. 23, 2015, Sat., Oct. 24, 2015 and Sunday, Oct. 25, 2015.

NEW! Setup Date: Thursday, Oct. 22, 2015, 10 a.m. – 5 p.m.

Return complete applications:
City of Inverness
Event & Visitor Bureau
212 W. Main Street
Inverness, FL 34450
Questions?
Events@inverness-FL.gov
352-726-2611 x 1306 or 1304

Vendor Information

Organization Name _____

Organization Head Name _____

Contact Name _____

Contact Title _____

On-site Name _____

On-site cell # _____

Mailing Address _____

City _____ State _____ Zip _____

Email _____

Phone _____

Check Business Type: ☐ Sole Proprietor ☐ Partnership ☐ Corporations ☐ S Corporations ☐ Limited Liability

State of Florida EIN or Document # _____ If not Florida, what state registered? _____

Are you nonprofit? _____ If yes, attach copy of IRS Determination Letter or State Tax Exempt Letter

Are you a food, beverage or entertainment vendor? If yes, DBPR/Agriculture/Health Department license # _____

Are you insured? _____ Please attach copy of liability insurance. City of Inverness should read as additional insured with minimum coverage of \$1 million per incident.

Are you an Inverness-based business? _____ If yes, license # _____

Select your booth category. All booth spaces are 12 by 12 feet. NEW! Friday evening, Saturday and Sunday.

	Major Food	\$350	Limit of five entrees and side items. Examples: pizza, wraps, burgers, hotdogs, etc.
	Minor Food	\$210	Limit of two specialty snack items. Example: cotton candy, kettle corn, popcorn or ice cream.
	Major Entertainment	\$125	Large inflatables, slides, pony rides, bungee and rock climbing.
	Minor Entertainment	\$100	Face painters, hair chalk styles, clowns, body art, balloon art and magicians.
	Marketplace and Crafts	\$150	Seeking vendors that celebrate what makes Inverness great that are selling unique, interesting and visually-appealing goods. Examples: high quality hand made goods, arts and crafts, custom clothing and accessories, outdoor gear, monogrammed items.
	Information Only	\$60	Limited number of nonprofit organizations present information only. No sales, donations or petitions.

Tell us about your booth

Additional Services

	Location Services with Electricity	\$75	\$75 per duplex outlet. Limited availability and not available in all vendor locations. If using a generator, it must be a quiet generator, e.g., Honda Silent not to exceed 65 decibels.
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Total Fees Due for booth and any electricity _____

Food Vendors Major and Minor complete this section

List all menu items to be sold with pricing. Items and Price may not be changed once approved.

Item		Price	
Item		Price	
Item		Price	
Item		Price	
Item		Price	
Item		Price	

Please keep in mind, only items you list will be able to be sold the day of the event, no exceptions.

Please indicate if you're a booth or truck, cooking, heating and electricity plans. Check all that apply.

<input type="checkbox"/> Vendor Booth with tent and signage. Spaces are 12 by 12 feet. <input type="checkbox"/> Food Truck. Please tell us the dimensions of your truck. Spaces for food trucks are 15 by 30 feet.	<input type="checkbox"/> Electric <input type="checkbox"/> 1 duplex outlet <input type="checkbox"/> 110v <input type="checkbox"/> 220v <input type="checkbox"/> More than 20 amps <input type="checkbox"/> Silent Generator <input type="checkbox"/> other please describe	<input type="checkbox"/> Grill <input type="checkbox"/> Barbecue <input type="checkbox"/> Smoker <input type="checkbox"/> Fryer <input type="checkbox"/> Other	<input type="checkbox"/> Charcoal <input type="checkbox"/> Propane <input type="checkbox"/> Diesel <input type="checkbox"/> Other
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Entertainment Vendors Major and Minor complete this section

Item	Description and size in feet	Price

Marketplace and Craft Vendors complete this section

List items sold and pricing

Item	
Item	
Item	
Item	
Item	

Information Only Vendors complete this section

Describe your nonprofit's mission and goals with attending this festival. What cause are you promoting?

👉 All vendors please attach a picture of your booth setup as it would appear at the festival.

VENDOR INFO & RESPONSIBILITIES

City of Inverness, Event & Visitors Bureau, 212 W. Main Street, Inverness

Questions? events@inverness-fl.gov or call 352-726-2611 x 1306, 1302 or 1304

Please carefully read the following rules and regulations necessary for vendors to participate in this activity.

Space Information

- Each space is 12' x 12' total. Vendors must stay within these boundaries unless they have paid for additional booth space in advance.
- Payment and application submittal do not guarantee participation or placement in the event. The City of Inverness retains the right to reject any vendor application at any time. Space assignments are based on the best interest of the event. Your application submittal and our receipt of same neither implies nor grants any preferential consideration or location.
- Electricity will not be available unless noted on your application and fees paid. No generators are allowed unless approved by City staff. You are responsible for any extension cords needed to reach an approved power outlet.
- All vendors must use tents in good condition. Tents must be self-supporting. We do not permit tents to be staked. You must provide your own tables, chairs and lighting and weights.
- No alcohol, cigarettes, cigars or e-cigarettes in the vendor space at any time.
- No pets in the park or in vendor space at any time.
- Vendors must supply all supplies needed to operate booth, i.e., napkins, plates, and cups.
- Vendors are responsible for placing trash in dumpsters and keeping their space neat and sanitary within a 20-foot radius. No disposal of liquid waste from fryers or other food bi-products. A cleanup fee will be determined by the City and assessed to you. Should waste be left behind, you will not be asked to return.
- Exclusivity will not be granted to any one vendor; however, we will attempt to limit duplication of similar items.

Setup and Breakdown

- Vendor access to setup is limited to the day before the event, Thursday, Oct. 23 from 10 a.m. to 5 p.m. We will not permit setup earlier or later.
- Vehicles are not part of a vendor space. Vehicles may only enter the park as directed to directly drop off tent and supplies, and immediately be relocated to park in the designated parking lot. No vehicle will be permitted on park grounds after 5p.m. or during the event.
- You may not breakdown your booth or tent until event completion.

Responsibility

- A vendor must complete the application, submitted with nonprofit forms and payment of fees for consideration no later than **September 25, 2015**.

- Vendors will be responsible to fully comply with the Florida State Sales Tax Regulations in effect during the period of the 2015 Great American Cooter Festival.
- Customer service, cleanliness, and courtesy must be practiced and observed at all times.
- Vendors will be responsible to meet guidelines for temporary food service, as set forth by the Department of Business and Professional Regulations (DBPR), the Florida Health Department and/or Department of Agriculture.
- Once an application is accepted, there are no refunds for cancellations, for any reason. There are no refunds for inclement weather.
- Vendors are responsible for all accidents or worker injury at their space.
- Food vendors must be compliant with all State of Florida Health Department criteria, waive all claims for compensation for all loss or damages sustained. Vendor releases and discharges the City of Inverness, its agents, officers and employees, from any and all demands, claims, actions and causes of actions.
- Vendor shall agree to conduct its activities upon the premises so as not to endanger any person thereon and to indemnify and hold harmless the City of Inverness, its agents, officers and employees against any and all claims, demands and causes of action, including claims for personal injury and/or death, damages, costs, liabilities, in law or in equity, or every kind and nature whatsoever.
- Keep this form for your records.

Important Dates and Event Location

Application available on Food Vendors and Marketplace July 20, 2015; Aug. 4, 2015 other categories.

Applications Due: September 25, 2015 at 5 p.m. and acceptance email or call: no later than October 9, 2015.

NEW! Setup Date: Thursday, Oct. 22, 2015, 10 a.m. – 5 p.m.

NEW! Event Dates – 3-day festival at Liberty Park

- Friday, Oct. 23, 2015 starts 5 p.m. to 10 p.m.
- Sat., Oct. 24, 2015 starts at 11 a.m. to 9 p.m. (tentative, subject to change)
- Sun., Oct. 25, 2015 starts at 12 p.m. to 6:30 p.m. (tentative, subject to change)

Tip: Follow us on Facebook.com/Sunny.Cooter or InvernessFL for updates.

I hereby make application for booth space for the City of Inverness' Special Events. In signing this application, I agree to abide by all the rules and regulations previously set forth. I assume all risks associated with this event and hold harmless the City of Inverness, City Officials Elected or Appointed, and City Employees, Agents, and Volunteers. Having read this waiver and knowing these facts and in consideration of your acceptance of my entry, I, for myself and anyone entitled to act on my behalf, waive and release all sponsors, their representatives, and successors, and any individual group associated with this event from all claims and liabilities of any kind arising out of my participation in this event, even though that liability may arise out of negligence or carelessness on the part of the persons named in this waiver. I grant permission to all the foregoing to use any photographs, motion pictures, recordings, verbal or written agreements, or any other record of this event for any legitimate purpose including publicity.

Signature	Date
Initial	I have read the terms and understand the vendor application

CITY STAFF USE

DATE RECD _____ STAFF INITIALS _____ FORM COMPLETE _____ ATTACHMENTS COMPLETE _____
 SCAN AND SAVED DATE _____ STAFF INITIALS _____ DATE APPROVED _____ SUP APPROVAL INITIALS _____
 TOTAL DUE _____ TOTAL PAID _____ FINANCE REF # _____